

PERS 75-0061

20 JAN 1975

MEMORANDUM FOR: Director of Central Intelligence
THROUGH : Deputy Director for Administration
SUBJECT : Career Management of Clerical Employees

1. You recently forwarded a copy of a letter received from [redacted] which concerned senior secretaries and asked if there wasn't an item on the Management Committee agenda to discuss this subject.


2. On 11 September 1974 the CIA Management Committee met and considered the career management of clerical personnel. They did not endorse an Agency-wide career service for secretarial and clerical positions. The Committee reviewed a proposal offered by the Office of Personnel and, after determining that there would be serious problems involved in embarking on a formal program, agreed that each Career Service would conduct a review on how best to proceed and report to the Committee within 60 days. The subject of clerical employees has not yet been reconsidered by the Committee since the September meeting.

3. It was agreed also at the September meeting that there should be an evaluation of secretarial positions to determine if there is a basis for upgrading some of the positions. As a means of facilitating the review of positions to be conducted by the Office of Personnel, it was decided that each Career Service would conduct a review and initial screening of positions which might be considered for upgrading. The DDA has advised that it has no positions appropriate for upgrading. The DDO is still conducting its review and initial screening. The Offices of the DCI, the DDI, and the DDS&T have submitted several requests for upgrading, and a review of these positions is currently in progress.

4. I am aware that there is some feeling on the part of senior secretaries that they should have a separate career system. I believe an important aspect of a clerical-wide career system would be the provision of a crossover for qualified personnel into semi-professional and professional positions.

With appropriate career counseling and initiative by the employee, such crossover should go far to serve the need of senior secretaries for career advancement.

5. I will contact the Secretary, CIA Management Committee to discuss the status of the proposal for a clerical career service and the actions that should be taken.


F. W. M. Janney/
Director of Personnel

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